



STATE OF WASHINGTON  
**OFFICE OF THE GOVERNOR**

*P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • [www.governor.wa.gov](http://www.governor.wa.gov)*

## **Governor's Office Intern Conduct Agreement**

Members of the Governor's Office Staff, including interns, are viewed as representatives of this office and each employee's or intern's conduct can be a reflection on the office. It is imperative that employees and interns not only understand and comply with office policy, but also that they conduct themselves in a professional and respectful manner at all times. All Governor's Office employees and interns are responsible for seeking legal guidance where necessary and for following all legal advice provided by the Office's Legal Counsel. In addition, all employees and interns must review and comply with Governor's Office policies as distributed throughout their time in the office. Within a week of your appointment as an intern you will need to review the following office policies:

- Beverages and light refreshments
- Disclosure of public records
- Purchasing cards
- Travel
- Records management
- Reasonable accommodation
- Training and education
- Drug free workplace
- Domestic violence and the workplace
- Workplace harassment prevention
- Workplace safety
- Acceptable use – Telephone systems
- Acceptable use – Network and computer systems
- Password policy and procedures
- Remote access policy and procedures
- Wireless device policy

### **Washington State Ethics**

In addition, as an intern, you are restricted from using state resources for personal use. Furthermore, you are prohibited from having an interest, financial or otherwise, direct or indirect, or engage in a business of transaction of professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of your intern duties.

During the course of your internship, you should not accept from any person or entity any personal benefit resulting from your internship. Such prohibited personal benefits include: present or future gifts of cash, money, merchandise, personal discounts, lodging paid for by another person, or use of a vehicle paid for by another person. You are also prohibited from

**Understanding and Acceptance**

Please indicate your understanding and acceptance of your responsibilities stated in this letter by signing below. If you have any questions concerning your responsibilities or Office policies, please bring them to the attention of your supervisor or the Executive Director of Internal Relations.

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Signature

Date

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Printed Name

Distribution: Original: Personnel File; Copy: intern

JAY INSLEE  
Governor



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May 15, 2019

Dear Sir/Ma'am:

Thank you for your interest in public records of the Office of Governor Jay Inslee. In response to your request for records reference number PRR-2019-60 dated May 1, 2019, concerning:

Records Requested:

*Electronic copies, via email, of all email, calendar invites, text/SMS/MMS/instant messages, or memos sent, written, or received between January 1, 2017 and 2019-04-30(inclusive), to or from (1) any employee or officer and (2) any of the following:*

- R1. Donald Trump*
- R2. Barack Obama*
- R3. Mick Mulvaney*
- R4. Rahm Emanuel*
- R5. Denis McDonough*
- R6. Melania Trump*
- R7. Michelle Obama*
- R8. Eric Holder*
- R9. Loretta Lynch*
- R10. Sally Yates*
- R11. Dana Boente*
- R12. Jeff Sessions*
- R13. Matthew Whitaker*
- R14. William Barr*
- R15. Robert Mueller*
- R16. Rod Rosenstein*
- R17. Zachary Fuentes*
- R18. John Kelly*
- R19. Reince Priebus*
- R20. John R. Bolton*
- R21. Kirstjen Nielsen*
- R22. Kevin McAleenan*
- R23. Kevin Hassett*
- R24. Timothy Harleth*
- R25. Marcia Lee Kelly*
- R26. James W. Carroll*

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*R58. Los Angeles Joint Regional Intelligence Center*

*R59. Central California Intelligence Center*

*R60. US Secret Service*

*R61. CIA*

*R62. NSA/CSS*

*R63. Department of Defense*

*R64. US Internal Revenue Service*

We believe that we have released all records responsive to your request. With this release we consider this request completed and closed.

If you have any questions, please reply to this email or contact my office at 360-902-0611.

Thank you for your attention.

Sincerely,

*Tricia A. Smith*

**Tricia A. Smith**

Public Information & Records Officer | Office of Governor Jay Inslee  
Desk: 360.902.0611 | PO Box 40002, Olympia, Washington 98504-0002